Staff Action Plan Q&A - Goals

How many goals should an LP/SAP Plan have?

- There is no set rule, but CH and SEMP both must have at least once PAG in Section II assigned as a Goal or Support for billing purposes.

How should I proceed if there are too many VOs? Some LPs have 10 or more.

- The circle should discuss which valued outcomes are most important to the participant at that time and focus on those for the SAP. If a valued outcome is not going to be worked on at this time, then it should be documented in the Life Plan.
- If a Care Manager or circle is stating that they do not want to prioritize the goals in the Life Plan, please refer to the "#8-2019 Care Coordination E-Visory." This document includes a CM training from OPWDD which states this is to be done.

Does this mean that we can limit the goals on the timesheets?

- If a circle meets and determines that they are only working on a select number of the goals reflected in the LP, the goals chosen are the ones you will include in the SAP. From there, any PAG assigned as Goal or Support will generate on the timesheet.

When it comes to the “type” of PAG, do we need to be concerned about what is billable and what is not?

- Yes. Goals and Supports are billable, Tasks are not. Tasks also will not show up on the timesheet. If you need a Task to be billable, please communicate this to the Care Manager and ask that it be reassigned as a Goal or Support.
- Even though Tasks are not billable, they still need to be included in the SAP.

What is the frequency of the PAG?

- The PAG will have a frequency assigned to it in the Life Plan. It is typically assigned as “ongoing” or “as needed,” but other frequencies are acceptable.
- The only frequency that is not acceptable in the Life Plan is “hourly.” This would suggest that the staff are working on the valued outcome every hour, which is most often inaccurate.

What should I do if a PAG is assigned to more than one type of staff, for example CH and SEMP?

- In this situation, the PAG would need to be added twice, once assigned to CH and once assigned to SEMP.

Are brokers required to input SEMP and Respite goals? They were automatically generated in the HP.

- Yes.
- CH and SEMP must have at least one PAG in the Life Plan, and you will add them to the SAP.
- Respite may not have a PAG in the Life Plan. In this instance, you will enter the following into the SAP:
  - Service Type: Respite
  - POMS: N/A
  - My Goal: I would like to provide my caregiver(s) with respite relief.
  - PAG: (S) Provide respite.
  - Frequency: As Needed
  - Staff Action: (G) Provide respite to the primary caregiver(s)

Is there still specific verbiage required for SEMP?

- No, because the verbiage from ISP to LP has changed. Because everything is generated from the POMS/LP, we don't really have a strong say in the verbiage. It will still need to make sense for the SEMP service (i.e. no volunteering).
- It would be in the broker’s best interest when writing staff actions for a SH SEMP goal to reference the 18 allowable supports and services under the SEMP valued outcome of the older habilitation plans as well as the SEMP Administrative Memorandum. The wording does not have to be exact, however it should be referenced to ensure that the supports that staff are providing are in fact billable and allowable SEMP services. The 18 allowable supports and services are as follows:
  1. Vocational & skill assessment
  2. Person-centered employment planning & job related discovery
  3. Job development
  4. Training and systematic instruction prior to employment
  5. Job placement
  6. Job coaching, training, and planning within the work environment

7. Development and review of a business plan (for individuals who are pursuing self-employment or are self-employed)
8. Transportation between activities
9. Travel training
10. Development of social skills and social appropriateness in the workplace
11. Benefits support and asset development
12. Job retention and career advancement services
13. Negotiating potential jobs with prospective employers on behalf of an individual
14. Communication with current employer, family, and/or individual’s planning team to discuss individual’s progress, strengths, & areas of need
15. Meetings and communication with staff providing other OPWDD approved services that impact an individual’s ability to successfully achieve employment
16. Documentation of the delivery of SEMP services (timesheet/monthly summary note)
17. Workplace support services enabling individual to be integrated into job setting
18. Other activities previously approved by OPWDD

What service should a respite goal be assigned to?

- A goal for Self-Hired Respite should be assigned to Self-Hired Respite.

If a person has FRR in their budget, does this need to be reflected in the SAP?

- No, the SAP is only for Self-Hired CH, Self-Hired Respite, and Self-Hired SEMP

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